

# LPWL RETURN FORM

Please complete this form to notify of any developments as soon as possible after the LP meeting.  
A Return Form is not required if there is nothing to report or request.

Date of LP Meeting \_\_\_\_\_ Circuit number \_\_\_\_\_ Circuit name \_\_\_\_\_

## 1. LOCAL PREACHERS RECEIVED ON NOTE/WORSHIP LEADERS TO BEGIN TRAINING - PLEASE READ NEW GUIDANCE BELOW.

All new students **must** have completed Confidential Declaration Form and have completed a DBS check. For more information see the Safer Recruitment Practice Guidance 2015 available on the Safeguarding pages of the Methodist Church website.

Please note that enrolment on to Faith & Worship will not be possible after 31<sup>st</sup> August 2016.

NEW WLP STUDENTS WILL RECEIVE LOG IN DETAILS BY EMAIL SHORTLY AFTER REGISTRATION.

STUDENTS **MUST** BE ASSIGNED A TUTOR BEFORE BEING REGISTERED.

ALL TUTORS **MUST** HAVE ATTENDED TUTOR TRAINING DELIVERED BY THE DMLN REGIONAL TEAM  
PRIOR TO BEING REGISTERED.

ALL NEW STUDENTS WILL BE REQUIRED TO ATTEND THE FOUNDATION MODULE OF THE CREATING  
SAFER SPACE SAFEGUARDING TRAINING.

ATTENDANCE TO THE LEADERSHIP MODULE OF THE SAFER SPACE TRAINING WILL BE DECIDED BY THE  
METHODIST COUNCIL IN THE 2016-17 CONNEXIONAL YEAR

STUDYING AS (Local preacher/worship leader) \_\_\_\_\_

TITLE (e.g. Mr, Mrs, Ms, Miss etc) \_\_\_\_\_ NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

POSTCODE \_\_\_\_\_ TELEPHONE \_\_\_\_\_

EMAIL (compulsory for Worship: Leading & Preaching) \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ GENDER \_\_\_\_\_

NAME OF MENTOR \_\_\_\_\_ Email Address \_\_\_\_\_

IS THIS PERSON A NEW MENTOR? (YES/NO)

NAME OF TUTOR \_\_\_\_\_

IF THIS PERSON IS A NEW TUTOR PLEASE FILL IN THEIR DETAILS IN THE RELEVANT FIELDS IN SECTION 4.

IF THIS PERSON IS ALREADY AN EXISTING TUTOR ON FAITH & WORSHIP PLEASE SEE GUIDANCE IN SECTION 4.

## 2. LOCAL PREACHERS RECEIVED ON TRIAL AT THIS MEETING – PLEASE READ NEW GUIDANCE BELOW.

# LPWL RETURN FORM

All new students **must** have completed Confidential Declaration Form and have completed a DBS check. For more information, see the Safer Recruitment Practice Guidance 2015 available on the Safeguarding pages of the Methodist Church website.

If any of those named have moved address since being 'on note', please indicate under section 8.

## **IF STUDYING FAITH & WORSHIP**

A CHEQUE FOR £25 (MADE PAYABLE TO 'THE METHODIST CHURCH FUND') FOR EACH PREACHER RECEIVED 'ON TRIAL' IS REQUIRED.

THIS IS AN ADMINISTRATION FEE AND DOES NOT PAY FOR ANY FURTHER UNITS OF FAITH & WORSHIP. THESE SHOULD BE ORDERED AT THE CIRCUIT'S EXPENSE.

## **IF STUDYING WORSHIP: LEADING & PREACHING**

NO PAYMENT IS REQUIRED.

NAME \_\_\_\_\_ PIN \_\_\_\_\_ TUTOR \_\_\_\_\_

NAME \_\_\_\_\_ PIN \_\_\_\_\_ TUTOR \_\_\_\_\_

### **3. LOCAL PREACHERS TRANSFERRING FROM FAITH & WORSHIP TO WORSHIP: LEADING & PREACHING – PLEASE READ GUIDANCE BELOW**

You can transfer existing preachers in training from Faith & Worship to Worship: Leading & Preaching here.

Please indicate which Sections of Faith & Worship (if any) have been completed and Connexionally assessed. Exemptions can only be given for Sections that have received an overall pass mark.

For each completed Section of Faith & Worship we can credit 2 modules of Worship: Leading & Preaching. (Section A = Modules 1 & 2, etc...)

NAME \_\_\_\_\_ PIN \_\_\_\_\_ TUTOR \_\_\_\_\_

EMAIL (Compulsory for Worship: Leading & Preaching) \_\_\_\_\_

SECTIONS OF FAITH & WORSHIP (IF ANY) COMPLETED \_\_\_\_\_

### **4. CHANGE IN DETAILS OF LOCAL TUTORS – PLEASE READ NEW GUIDANCE BELOW**

You can register new tutors, inform of resignations of tutors or change tutor details here.

Please indicate which training course a new tutor will be tutoring (Worship: Leading & Preaching/Faith & Worship)

# LPWL RETURN FORM

*If registering a new tutor for Worship: Leading & Preaching who is already an existing tutor on Faith & Worship, please give full details in the fields below to ensure our records are accurate.*

## **IF TUTORING WORSHIP: LEADING & PREACHING**

ALL TUTORS **MUST** HAVE ATTENDED TUTOR TRAINING DELIVERED BY THE DMLN REGIONAL TEAM  
PRIOR TO BEING REGISTERED.

TUTORS WILL RECEIVE LOG IN DETAILS BY EMAIL SHORTLY AFTER REGISTRATION.

### **NEW TUTOR/RESIGNATION OF TUTOR/CHANGE OF TUTOR DETAILS (DELETE AS APPROPRIATE)**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

POSTCODE \_\_\_\_\_ TELEPHONE \_\_\_\_\_

EMAIL *(Compulsory for Worship: Leading & Preaching)* \_\_\_\_\_

PLEASE PROVIDE COURSE DETAILS *(Faith & Worship/Worship: Leading & Preaching/both)* \_\_\_\_\_

IS THIS PERSON A NEW TUTOR? (YES/NO)

PLEASE GIVE DETAILS OF PEOPLE THIS NEW TUTOR WILL BE TUTORING:

NAME \_\_\_\_\_ PIN \_\_\_\_\_

NAME \_\_\_\_\_ PIN \_\_\_\_\_

NAME \_\_\_\_\_ PIN \_\_\_\_\_

NAME \_\_\_\_\_ PIN \_\_\_\_\_

IF THIS PERSON IS REPLACING ANOTHER TUTOR, PLEASE GIVE THE NAME AND TIN OF THE PREVIOUS TUTOR:

NAME \_\_\_\_\_ TIN \_\_\_\_\_

## **5. PEOPLE TO BE RECOMMENDED TO THE CIRCUIT MEETING FOR ADMISSION AS LOCAL PREACHERS**

***PLEASE NOTE THAT SERVICES SHOULD NOT BE ARRANGED UNTIL RESULTS HAVE BEEN OBTAINED TO SHOW THAT ALL REQUIRED SECTIONS OF THE COURSE HAVE BEEN PASSED – THIS INCLUDES RESUBMISSION RESULTS IF APPLICABLE.***

*Requests for accreditation materials should be received no later than 6 weeks prior to the accreditation service date where possible.*

*Bookplates for Bibles and the President's Letter are normally despatched to the circuit Local Preachers Secretary about 14 days before the date indicated. If an undated bookplate and President's letter is required*

# LPWL RETURN FORM

*please state below – although an accreditation date will be necessary for our records when one has been decided. If nothing is indicated, we will be in touch for further details.*

NAME _____	PIN _____	DATE OF SERVICE _____
NAME _____	PIN _____	DATE OF SERVICE _____
DID ANY OF THE ABOVE PERSON(S) COMPLETE AN ALTERNATIVE COURSE UNDER SO 565(1)? (YES/NO)		
IF YES, PLEASE PROVIDE COURSE DETAILS (e.g. London Course) _____		

## 6. LONG SERVICE CERTIFICATES FOR LOCAL PREACHERS

*Requests for Long Service Certificates should be received no later than 6 weeks prior to the arranged presentation service where possible.*

*Certificates should **only** be requested for the following years of service: **25, 40, 50, 60, 70, 80** and are normally despatched about 14 days before the date indicated. If an undated certificate is required please state below.*

*If you require a certificate for other intervening years, there is tailor-made one which can be downloaded from the Local Preachers pages of the Methodist Church website here: <http://www.methodist.org.uk/for-ministers-and-office-holders/office-holders/local-preachers/local-preacher-secretaries/>*

NAME _____	YEAR OF ADMISSION _____	DATE OF SERVICE _____
NAME _____	YEAR OF ADMISSION _____	DATE OF SERVICE _____

## 7. NOTIFICATION OF DEATHS OF LOCAL PREACHERS

*The names of deceased preachers will be included in the Local Preacher's Book of Remembrance and will be sent on to the Methodist Recorder for publication during the Methodist Conference each year.*

NAME _____	YEAR OF ADMISSION _____	DATE OF DEATH _____
NAME _____	YEAR OF ADMISSION _____	DATE OF DEATH _____

## 8. CHANGES OF ADDRESS & TRANSFERS FROM AND TO OTHER CIRCUITS

*This section applies to accredited local preachers, local preachers 'on note' or 'on trial' and worship leader students only.*

# LPWL RETURN FORM

Please provide here amendments to contact details or of those who have moved away from or into the circuit. If they are currently 'on note' or 'on trial' please indicate in the 'Year Accredited' field below.

NAME	YEAR ACCREDITED
OLD ADDRESS	
	POSTCODE
NEW ADDRESS	
	POSTCODE
TELEPHONE	EMAIL
IF A TRANSFER, PLEASE INDICATE THE CIRCUIT NUMBER AND NAME FROM WHICH/TO WHICH* THE PERSON IS TRANSFERRING	
*delete as appropriate	

## 9. RESIGNATIONS OF LOCAL PREACHERS OR WORSHIP LEADERS (WORSHIP LEADER STUDENTS ONLY)

The names of any preachers or worship leader students resigning should be provided here. This section is for those who have ceased their local preacher/worship leader training, or have resigned their membership of the Methodist Church. (This section should **not** be used for those who are just moving circuit).

For retirements see section 10 below.

NAME	STATUS (e.g. 'on note', 'on trial', Local Preacher)
NAME	STATUS (e.g. 'on note', 'on trial', Local Preacher)

## 10. RETIREMENTS OF LOCAL PREACHERS

The names of any preachers who have ceased being active should be provided here. This section is for preachers who are no longer taking appointments in the circuit but who are retaining local preacher status.

NAME	YEAR ACCREDITED
NAME	YEAR ACCREDITED

## 11. REINSTATEMENT OF LOCAL PREACHERS

# LPWL RETURN FORM

*The names of any preachers who have been reinstated to the meeting under Standing Order 568 should be provided here.*

NAME \_\_\_\_\_

STAGE OF TRAINING (e.g. on note, on trial, accredited, etc... Please provide dates) \_\_\_\_\_

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## 12. LOCAL PREACHERS SECRETARY

ARE YOU A NEW SECRETARY? (YES/NO)

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

POSTCODE \_\_\_\_\_ TELEPHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

**Please return this form to:** Local Preachers, Discipleship & Ministries, Methodist Church House, 25 Marylebone Road, London, NW1 5JR. **Telephone:** 020 7486 5502 [Reception]

**Email:** [localpreachers@methodistchurch.org.uk](mailto:localpreachers@methodistchurch.org.uk)

**Please note that this form can also be filled in online on the Methodist Church website at**  
[www.methodist.org.uk/lp](http://www.methodist.org.uk/lp)